

SECRET

This Notice Expires 15 August 1972

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 18-2

TRAINING
20 June 1972

CIA-SPONSORED TRAINING AT LOCAL SCHOOLS
1972 FALL SEMESTER

1. Those individuals who anticipate CIA sponsorship for the 1972 fall semester on-campus courses at local universities, colleges, and schools should submit their requests on Form 136 to the Training Branch no later than close of business Friday, 4 August 1972. This deadline is necessary to allow adequate processing time for the request and to ensure the timely receipt of tuition advances. Because of time limitations, no exception to this deadline can be made. However, tuition fees for those requests submitted and approved subsequent to this date will be reimbursed upon submission of tuition receipt and Form 264 (Request for Reimbursement).

2. Please note the following:

a. Approval for Agency sponsorship must be obtained prior to registration for a course.

b. Courses must be taken for credit and not for audit.

c. Books are not included in Agency sponsorship.

3. To prevent delays, each applicant should ensure that all items on the Form 136 required to justify approval are completed. Such as: indicating graduate, undergraduate or special student; and indicating if course is to be held on or off campus.

GROUP 1: EXCLUDED FROM
AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

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4. During the week of 14 August 1972 the Training Branch will notify each applicant of the course approval. At that time the individual will be required to sign a form authorizing the Training Branch to receive his funds for the tuition advance from the Office of Training.

5. Tuition advances will be distributed on Wednesday, 23 August 1972 at 1000 hours in the Lounge Classroom (6N 217). Individuals with registration dates prior to 23 August may request an earlier tuition advance by submitting Form 281 (Request for Advance of Funds) along with the Request for Training (Form 136).

6. After registration, each individual will be required to personally return the school's receipt for tuition payments to the Training Branch.



JOHN J. HICKS
Executive Director

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Distribution: All CIA-NPIC Employees

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